




FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE

	POLICY NUMBER: 435-02	EFFECTIVE DATE: 04/09/2018	
	SUBJECT: Early Identification System		
	APPROVED BY:  STEVEN D. HEBBE, CHIEF OF POLICE		

PURPOSE:

To provide a system to identify personnel who may be suffering from stress or performance related problems.

POLICY:

It is the policy of the Farmington Police Department to conduct a systematic review of complaints, chargeable accidents, motor vehicle pursuits, and incidents involving use of force in order to identify employees who are suffering from stress or performance related problems.

PROCEDURE:

The Farmington Police Department has a responsibility to its employees and the community to identify and assist employees that show symptoms of job stress and performance problems. Although no particular set of criteria can determine job stress and performance problems, it is important that certain criteria be routinely reviewed as possible indicators of behavior patterns. In order to highlight tendencies that may otherwise be overlooked, the Early Identification System has been established to provide a systematic review of citizen complaints, chargeable accidents, motor vehicle pursuits, internal investigations and incidents involving use of force. The Early Identification System is the responsibility of the Internal Affairs Division.

Report Composition:

Quarterly and annual reports are prepared by the Internal Affairs Division.

The reports outline personnel complaints, chargeable accidents, motor vehicle pursuits and use of force incidents and contain the names of employees who have received a specified number of incidents in the established areas, as follows:

1. Quarterly report: A quarterly report is generated which contains the names of employees who have received two or more sustained or unsustained complaints in a 60 day period, or have been involved in four or more incidents during a three month period, or have been involved in six or more level 1 uses of force during a three month period. Incidents include use of force (level 2 or higher), motor vehicle pursuits, and chargeable accidents.
2. Annual report: An annual report serves as a secondary system to the quarterly report. It contains the names of employees who have received four or more sustained or unsustained complaints, or have been involved in twelve or more incidents, or have been involved in ten or more level 1 uses of force during a twelve month period. Incidents include use of force (level 2 or higher), motor vehicle pursuits, and chargeable accidents. It identifies those employees who do not meet the criteria for the quarterly report but are showing a pattern of conduct that warrants review.

Each report contains a brief profile of the complaints, chargeable accidents, motor vehicle pursuits, and incidents involving use of force. The profile for complaints includes the employee's name, the case identification number, the date of the incident, the name of the complainant, the nature of the complaint, and a disposition. The profile for incidents involving use of force contains the employee's name and the case number of the incident.

The Early Identification System reports make no conclusions or determinations concerning job stress or performance problems. The reports are used by supervisors as a resource in helping to determine if job stress or performance problems exist. They are designed as a resource to assist supervisory personnel in evaluating and guiding the employee. The system is designed to identify and reduce job stress or performance related problems.

Report Review:

Early Identification System reports are disseminated to the employee's chain of

command for review. It is the responsibility of the employee's immediate supervisor to ensure that the review is conducted.

In order for a fair and meaningful assessment to be made, the review consists of evaluation of the report data, other relevant criteria, and information obtained through a conference with the employee. The following relevant criteria are considered risk indicators which are used in the review:

1. Performance Evaluations;
2. Resisting arrest cases;
3. Battery on an officer cases;
4. Officer Injury Reports;
5. Pursuits;
6. Department vehicle accidents;
7. Civil litigation;
8. Disciplinary entries in the employee's Working or Personnel File;
9. Sick leave usage;
10. Officer involved shootings;
11. Personality changes, life style changes and other personal issues;
12. Training deficiencies;
13. Policy comprehension;
14. Other factors.

Report Determination:

The employee's chain of command, up to the Chief, jointly makes a final

determination based on an assessment of the review and analysis. Determinations result in one or more of the following alternative measures:

1. Assessment that no problem exists, terminating further action;
2. Counseling by the immediate supervisor;
3. Remedial training;
4. Detailed policy review;
5. Referral to the Employee Assistance Program for counseling or referral assistance;
6. Referral to drug testing, if reasonable suspicion exists;
7. Referral to psychological or medical fitness for duty examinations;
8. Other corrective or disciplinary action as deemed appropriate.

A summary of the supervisory review and analysis determinations is completed by the employee's immediate supervisor within 15 days of issuance of the Early Identification System report. The final report and determination is then forwarded to the Internal Affairs Division who maintains the Early Identification System. The summary includes a listing of any relevant criteria which was discovered through the review process, any information obtained through the employee conference, determination results and recommendations.

Annual Evaluation:

The Internal Affairs Division conducts a documented annual evaluation of the Early Identification System to ensure that the system meets the needs of the Department. Changes can be recommended when necessary.